

TITLE: Facilities Maintenance Technician

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DEPARTMENT: Finance & Management ServicesREPORTS TO: Facilities & Fleet Manager, Facilities Maintenance CoordinatorSUPERVISES: NoneDEFINITION:

Performs a variety of journey-level and semi-skilled maintenance and repair work of City buildings and grounds, including carpentry, plumbing, heating/air conditioning, landscaping and electrical work. Works independently under minimal supervision under the lead direction of the Facilities Maintenance Coordinator.

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Technician classification is distinguished from the Facilities Maintenance Coordinator classification by responsibility for performing less complex duties, the lack of section leadworker responsibility and overall coordination of the section's activities.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Monitors and adjusts mechanical, electrical, and heating and ventilation systems on a daily basis; performs monthly maintenance checks and services systems to assure efficient operation. Repairs, replaces, and rebuilds equipment when necessary. Tests emergency generators.

Uses a variety of hand and power-operated tools and equipment such as saws, drills, air compressors, paint sprayers, pesticide sprayers, sewer augers, gauges and various carpentry and landscaping tools required for carpentry, plumbing and building maintenance repair duties.

Installs, modifies and repairs electrical wiring, light fixtures, and computer cable; replaces light bulbs as needed. Maintains the building clock system from the central unit.

Responds to security alarms and building emergencies on a 24-hour basis. Monitors contracted security personnel. Monitors, troubleshoots and maintains the computerized security system.

Performs plumbing installation, maintenance and repair; unplugs sinks, toilets, and drains and repairs.

Performs carpentry duties in the design and installation of shelves, bulletin boards, and signs; paints and plasters damaged walls and doors. Designs, installs and moves modular office furniture.

Completes punch lists on major remodeling projects including bathroom installation, carpentry finish work, painting and landscaping.

Installs, maintains and repairs a variety of floor coverings such as carpeting, linoleum, wood and cement, and roof coverings such as composition, rolled or shingle.

Assists in coordinating facility maintenance services activities with other City departments, divisions and sections and with outside agencies.

Establishes contacts with outside contractors, writes scope of work, secures bids for projects, oversees contractors work to completion and maintains records on assigned projects.

Oversees the ongoing janitorial and/or landscape contracts and contractors.

Performs landscape maintenance on shrub beds and gardens.

Inspects building facilities to identify building maintenance needs.

Trains and oversees the work of semi-skilled temporary help. Establishes assignment priorities, provides tools and equipment to perform duties. Works with outside agencies to coordinate and provide part – time help.

Secures vendors for necessary parts needed for repairs, new purchases and maintenance issues.

Reads and interprets sketches, diagrams and blueprints.

Maintains service and repair records for equipment and facilities.

OTHER JOB FUNCTIONS

Operates light and medium duty trucks in picking up and delivering materials and supplies to various City office locations.

Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other City staff.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed in City buildings, including Fire Stations located throughout the City. Work may occasionally be performed outside in varying weather conditions. Employees risk physical hazard from power tools and cleaning solvents. May be required to lift heavy equipment and materials in excess of 50 lbs. May be required to work at heights in excess of 20 feet.

QUALIFICATIONS:

Knowledge of:

- Building and grounds maintenance practices, principles, and techniques.
- Maintenance and repair methods and procedures for computerized HVAC, plumbing, and electrical, security systems and equipment.
- Recognize, diagnose and adjust malfunctioning equipment and defects in electrical and mechanical systems.

- Tools and equipment used in building maintenance, reconstruction and repair work.
- City policies, procedures, regulations and codes related to facility maintenance and repair.
- Safety practices and procedures applicable to area of assignment.
- Safe and effective operating practices of equipment used in assigned area.

Ability to:

- Operate, repair and maintain assigned equipment and power tools.
- Read and understand schematics, drawings and blueprints.
- Perform heavy manual work under confined and uncomfortable conditions.
- Recognize differences in color to assure safety requirements in electrical wire repairs.
- Identify building maintenance needs and take correction actions.
- Work independently in the absence of supervision.
- Communicate effectively and courteously with City employees, contractors, and the general public.
- Understand and follow oral and written instructions.
- Operate a personal computer and learn basic city computer applications.
- Respond to emergencies on a 24 hour basis.
- Physical ability to perform the essential functions of the job.
- Oversee the work of temporary employees.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Trade or technical school with three years of buildings and grounds maintenance experience. (Journey-level experience in carpentry, plumbing, electrical desirable)

Licenses, Certificates, and Other Requirements

Valid driver's license

Limited Maintenance Electrician License (LME) required

Building Operator Certification I (BOC I) desired

CPR and First Aid Certification desired

OSHA Confined Space and Competent Person Certification desired

Approved: 3/8/01

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